

726005/17/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

---

**TITLE: UTILITIES PROJECTS/CONTRACTS MANAGER**

**DEFINITION**

Under direction, to plan, direct, supervise and review the development, negotiation, monitoring and administration of resource contracts; to plan, direct and supervise participation in regulatory, legal and project administration efforts; to provide professional and technical staff assistance; and to do related work as required.

**REPORTS TO:** Utilities Assistant Director/Resources

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Utilities Assistant Director/Resources. Exercises general direction over professional, technical and administrative support staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Participate in the development and implementation of goals, standards, objectives, policies and procedures.
- Evaluate potential opportunities for resource acquisition and project participation; negotiate contracts with various utilities to fill resource requirements and/or operational needs and procedures.
- Supervise and participate in the negotiation, development, and administration of contractual arrangements for resources.
- Participate in development of utility policies, resource planning, resource evaluation and development of operating and risk management procedures and practices.
- Coordinate with staff and management to keep appraised of utility needs, interest and policy, and to communicate status and development in outside activities.
- Represent the City in negotiating and administering joint resource development projects, regional transmission and power generating projects, and various other local and regional committees.
- Administer contracts with other utilities including the scheduling and dispatching agreements; monitor and coordinate city contractual legal disputes.
- Obtain and evaluate preliminary and official market survey data and potential opportunities for power supply acquisition and power project participation.
- Evaluate, plan and manage City participation in various joint agencies and activities; represent the City in joint resource development projects; manage City development of power and water resource projects; supervise and coordinate related activities of staff representatives.
- Serve as departmental representative on and to City and project committees, agencies, and industry associations.
- Provide senior management staff with economic analysis of proposed litigation settlements; meet and confer with representatives from other utilities to settle disputes.



- Coordinate the legal review of proposed contractual arrangements.
- Periodically evaluate performance and compliance of existing contracts and report to management on the benefits and detriments of agreements in effect.
- Supervise the preparation of reports and graphic displays for use in presentation of study results and recommendations to the Utilities Board and City Council.
- Supervise and coordinate selection of professional consultants and their activities related to resource activities.
- Select, supervise, train and evaluate professional, technical and clerical staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public utilities management, particularly planning, developing and operation of power and water resources.
- Principles and practices of power pooling, control area operations and energy interchange.
- Contract principles, structuring and purpose.
- Contract negotiation techniques and strategies
- Knowledge of contract law and Federal and State utility regulations.
- Principles of scheduling and dispatching of power and water resources and systems.
- Engineering economics and utility financing practices.
- Principles and practices of organization, administration, budget, personnel management, risk management, and computer applications.

### **Ability to:**

- Plan, schedule and coordinate project/contract activities among staff, other Utilities, and other City Departments.
- Suggest desired provisions in present or future contracts to allow for anticipated economic, changing conditions and risks.
- Represent the City and department on committees/boards created to administer joint projects.
- Perform technical and economic analysis of resource options.
- Evaluate potential opportunities for resource acquisition.
- Negotiate, coordinate, and administer contractual arrangements with other agencies/utilities and resolve issues.
- Communicate complex subjects clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with associates, utility management, and outside departments and agencies.
- Select, supervise, train and evaluate professional, technical and clerical subordinates.



### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in business, engineering, contract administration, economics, finance or other related field considered useful in utility water and/or electric resource management.

**Experience:** At least seven years progressively responsible supervisory and administrative experience in public utilities resource management, contract administration, public utilities resource planning, development project administration, or consulting. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**MEDICAL CATEGORY:** Group 1

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Project/Contracts Manager

**TO:** Utilities Assistant Director/Resources